

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



SENIOR DAY CARE TEACHER

Salary Range: \$704.25/week - \$905.50/week

POSITION

Vacancy is in the Day Care Division of the Health and Human Services Department. Under direction, assists in the operation of a Day Care Center by planning, supervising, and performing responsible educational and recreational work in the care of pre-school age children. Assumes responsibility for the safety of children in the program. Confers with parents on children's progress and makes recommendations. Trains new employees and volunteers. Completes increments evaluations. Identifies children with special needs and refers to supervisors. Plans, assigns, and supervises the daily work of subordinate personnel in the assigned Day Care Center. Maintains records and writes evaluations and reports. Performs related work as required. The hours for this position are 37.5 per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Graduation from an accredited four-year college or university, preferably with major coursework in early childhood education. Three years of responsible experience as a day care teacher or as an early childhood educator. Wherever possible, appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

EXAMINATIONS

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the principles and methods of early childhood education; Knowledge of health, personal hygiene, and safety precautions to be taken in dealing with the children; Knowledge of methods and techniques employed in conducting educational and recreational programs for pre-school age children; Knowledge of child psychology; Ability to supervise subordinate employees; Ability to establish and maintain effective working relationships with children, parents, colleagues and the administration; Ability to communicate effectively, both orally and in writing. If selected for the position, you will be required to submit to and pass a physical examination administered by a City physician and pass a drug and alcohol screening exam, a background check, a screening with the Department of Children and Families and must be fingerprinted in order to be considered for this position. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL TUESDAY, MAY 2, 2006.

Exam No. 2327
Issued: 4/17/2006

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.
CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.